

DEPARTMENT OF THE NAVY  
Office of the Chief of Naval Operations  
Washington, DC 20350-2000

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OP-152  
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OPNAV INSTRUCTION 5351.1

**From:** Chief of Naval Operations  
**To:** All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

**Subj:** NAVY COMMAND INDOCTRINATION PROGRAM

**Ref:** (a) OPNAVINST 1740.3  
(b) OPNAVINST 3120.32B  
(c) MILPERSMAN 1810580  
(d) Enlisted Transfer Manual (NAVPERS 15909C)  
(e) Retention Team Manual (NAVPERS 15878E)

**Encl:** (1) Navy Command Indoctrination Program Guide

**1. Purpose.** To issue policy regarding the Navy Command Indoctrination Program and delineate its essential elements.

**2. Discussion**

a. The Navy recognizes that the introduction of a member into a new command can have a profound effect on the future performance of that individual. Studies developed over several years have shown a direct correlation between a sound indoctrination procedure and the factors which contribute to better performance and increased retention. Factors which create the vital partnership for success between the command and the new member include: knowledge of the command; its history, mission and structure; and realistic job expectations, all of which foster increased esprit de corps and heightened morale. A sound indoctrination will produce a smooth assimilation into a new organization, set the stage for a positive attitude at the beginning of the tour, and create an atmosphere for continued success.

b. The Navy member transferring to a new command faces personal and family needs, as well as apprehension regarding the unknown demands and professional challenges of the new environment. The Navy Sponsor Program, delineated in reference (a), is intended to facilitate addressal of personal and family needs. The Navy Command Indoctrination Program is designed to expedite making the newcomer a fully informed and successfully functioning member of the new command.

**3. Policy**

a. The objectives of the command indoctrination program are to provide command and area-specific information to the new arrival, thus facilitating his/her assimilation into the organization, motivating the member, and making him/her feel a welcome part of the team.

b. Each command will establish and maintain a Navy Command Indoctrination Program. The program shall involve the commanding officer, executive officer and command master chief, and will reaffirm Navy values, performance standards and expectations.

c. Command indoctrination responsibilities begin the moment the individual reports onboard and continue until that person has become an integral member of the command, fully cognizant of all policies, programs, services, and responsibilities.

d. Commands currently conducting effective local indoctrination programs should continue them, ensuring that the minimum elements outlined in this instruction are included.

e. The minimum essential elements in implementing, upgrading, or evaluating a command indoctrination program are:

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(1) Command program coordinators should be selected on the basis of their knowledge of the command and commitment to its program as key to the success of the command and its individual members.

(2) Receiving commands will make every effort to satisfy promptly the basic needs of the individual, including shelter, food, pay, transportation and family concerns.

(3) Commands will commence, as soon as possible and practicable, the formal indoctrination procedures, which are outlined in enclosure (1), and which amplify reference (b).

(4) Large commands, where feasible, should establish an I-Division for newly reporting personnel, especially those in paygrades E-1 through E-4.

(5) Commands will institute an internal monitoring, evaluation and feedback system for the Command Indoctrination Program; e.g., similar to or as part of that which reviews the Navy Sponsor Program.

(6) Commands, particularly tenant and area commands, should consider complementing or partially consolidating programs that benefit all while conserving resources.

#### **4. Responsibility**

a. Deputy Chief of Naval Operations (Manpower, Personnel and Training) (OP-01) is responsible for program policy and assessment of program effectiveness.

b. Commander, Naval Military Personnel Command (COMNAVMIIPERSCOM) is responsible for implementing the program. The program will be administered for COMNAVMIIPERSCOM by the Director, Pride, Professionalism and Personal Excellence Department (N-6) who is responsible for:

(1) Prescribing program content.

(2) Monitoring the program.

(3) Making changes as appropriate.

c. Commanders, commanding officers and officers in charge are directly responsible for the establishment, overall direction and maintenance of their command indoctrination programs.

#### **5. Action**

a. Commanders, commanding officers and officers in charge shall:

(1) Establish a command indoctrination program, or revise an existing program, as appropriate, utilizing the guidance of references (a) through (e), the policy delineated in paragraph 3 above and the minimum essential components listed in enclosure (1).

(2) Tailor the command indoctrination program to fit the needs of the individual command, the operating environment; e.g., afloat unit, foreign shore command, CONUS activity, and assignees.

(3) Ensure the program complements the Navy Sponsor Program in meeting new members' needs.

b. Inspectors General and Immediate Superiors in Command will review the effectiveness of each command indoctrination program during command inspections, and include appropriate evaluative remarks and recommendations for improvement in their reports.

J. M. BOORDA  
Deputy Chief of Naval Operations  
(Manpower, Personnel and Training)

(Distribution on next page)

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NAVY COMMAND INDOCTRINATION PROGRAM GUIDE

1. The following items are the required actions and subject coverage which comprise the minimum essential components of the Navy Command Indoctrination Program. These guidelines govern the program and amplify reference (b), paragraphs 620.6.4, 620.6.6, and 814:

a. The receiving command must ensure basic needs of the individual are promptly addressed including, berthing/housing, disbursing, messing facilities, transportation and family concerns.

b. As soon as possible and practicable, commence the formal indoctrination procedure, which at a minimum must include:

(1) Commanding Officer welcome, and discussion of personal philosophy, rules for success and office location.

(2) Executive Officer welcome and discussion of chain of command, command policy, routine, regulations and office location.

(3) Command Master Chief welcome and discussion of the Master Chief Petty Officer of the Command (MCPOC) function, the professional development board, grievance procedures and office location.

(4) Command Career Counselor welcome and discussion of his/her role, programs and office location.

(5) The following subjects will be addressed by appropriately qualified personnel:

(a) History and mission of the command.

(b) Unit operating schedule/daily routine.

(c) Request mast procedures.

(d) Drug and alcohol abuse.

(e) Command managed equal opportunity, including grievance procedure and identification of the Equal Opportunity Program Supervisor (EOPS).

(f) Operations security (OPSEC) and shipboard/command-wide security.

Enclosure (1)

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- (g) Safety.
- (h) Standards of conduct, attire and grooming.
- (i) Training and education services.
- (j) Physical fitness program, command testing cycle, fitness coordinator name and location.
- (k) Recreation services, and off limits establishments.
- (l) Personnel and disbursing services.
- (m) Medical and dental services.
- (n) Chaplain services.
- (o) Family services program.
- (p) Vehicle registration.
- (q) Energy awareness.
- (r) Ombudsman program.
- (s) Command lay-out and tour.
- (6) Additional requirements for afloat command:
  - (a) Man overboard procedures.
  - (b) Damage control; deck, operations and engineering organizations.
  - (c) Electrical safety.
  - (d) Marine Corps detachment, when aboard.
- (7) Within the first 90 days provide:
  - (a) Military rights and responsibilities.
  - (b) Suicide awareness.
  - (c) CPR training.
  - (d) Legal briefing.

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- (e) Navy Campus.
- (f) Navy Relief.
- (g) Voter registration
- (i) Personal financial management.

Enclosure (1)